

AMERIFLIGHT



MATTERNET

JOINT CRISIS RESPONSE PLAN

REVISION NOTES

VER #	Location of Change	Brief Description of Change
1.0	Initial issuance	Manual Design

TABLE OF CONTENTS

CHECKLISTS	4
[A.1] MASTER CHECKLIST	5
APPENDIX B: LIST OF COMPANY CONTACT INFORMATION	9

Applicability

This Joint Crisis Response Plan will be activated anytime the following events occur that constitute a "Crisis" as agreed to between Ameriflight and Matternet:

- Any Code Black Event,
- Code Red events in a Part 135 or Part 91 operation,
- Any NTSB reportable items included in 49 CFR § 830.5 EXCEPT crewmember incapacitation with a positive transfer of aircraft control,
- Unplanned or unexpected payload departing the aircraft, or
- Any events that create a reasonable potential for press or media involvement.

Checklists

The following master checklist provides a template for the overall event response activities. The flow and activities may not be identical to what is needed for all situations but can provide helpful guidance. Any element or activity of the process may be delegated, but each element must be accounted for.

NOTE

The time annotated for a checklist (immediate, first hour, etc.) may change based on the location of the accident site.

[A.1] Master Checklist

Timeframe	Action	Responsible Individual	Support Individuals
Immediate	Determine Code Red or Code Black Code Red: Successful parachute deployment, UAV location known. Code Black: No or uncertain parachute deployment, Uncertain landing location, Damage to people or property cannot be excluded	CAPTAIN	
Immediate	Contact ATC to advise UAV condition (on ground or fly away)	CAPTAIN	
Immediate	Contact Emergency Services (Police/Fire Dept) at accident location to verify that an accident has occurred, and fire/rescue was activated. Gather info.	CAPTAIN	
Immediate	Verify shipment. If HAZMAT, notify AMF DOS and if required, the FAA.	CAPTAIN	
Immediate	Notify M2 Duty Supervisor and UAS Program Director	CAPTAIN	
Immediate	Notify AMF Management via Event Notification and Matternet Operations via Slack and PagerDuty Alert of Code Red/Black situation	Duty Supervisor or Program Director	
Immediate	Establish meeting time for initial briefing and send to all JCRP Members. Meeting will be held in the Crisis Virtual Meeting Room.	DOS	
Immediate	Alert affected end customer of likely loss of sample	Matternet	

Timeframe	Action	Responsible Individual	Support Individuals
First Hour	Evaluate need for On-Site Lead to respond to the scene. If needed, send On-Site Lead to location with On-Site Emergency Kit.	DOS and Duty Supervisor/ Program Director	
First Hour	JCRP Members assemble in the Crisis Virtual Meeting Room for initial briefing.	JCRP Members	
First Hour	Provide initial briefing to JCRP members and establish schedule for future briefs.	Duty Supervisor or Program Director	
First Hour	Ongoing – All media inquiries are sent to Director of Corporate Communications	JCRP Members	
First Hour	Ongoing – Clear all statements for public and employees with Director of Corporate Communications.	JCRP Members	
First Hour	Arrange for post accident / incident drug/alcohol testing	Duty Supervisor or Program Director	
First Hour	Notify FAA and NTSB (as required)	AMF DO	
First Hour	Verify that accident site has been secured.	Duty Supervisor or Program Director	
First Hour	Determine if there are ground victims. If so, notify HR, they will take charge of all matters dealing with ground victims.	Duty Supervisor or Program Director	
First Hour	Secure (lock-up unamended) log data and electronic files related to the affected flight.	Duty Supervisor or Program Director	Director of Training and Chief Pilot
First Hour	Secure all M2 mx records required by FAA and NTSB.	Director of Maintenance	Director of Quality

First Hour	Notify key vendors and customers of accident (prior to news release if possible).	Matternet	
First Hour	Determine if stand-down period is required.	Matternet and Program Director	
First Hour	Determine if there are EPA related issues associated with the accident (i.e. fuel spills or other hazardous materials) and coordinate appropriate clean up.	DOS and Program Director	

Timeframe	Action	Responsible Individual	Support Individuals
Short Term	Oversee company's ongoing review, investigation, and accident report.	Program Director	DOS
Short Term	Ensure On-Site Emergency Kit has been replenished (if used).	DOS	
Short Term	Work disposition of the M2 wreckage with insurance company representative and the NTSB (if necessary).	Program Director and Matternet	
Short Term	If the M2 is determined to be "destroyed", confirm the destruction of the airframe and subsystem data plates (to prevent their future use and resulting liability).	Program Director and Matternet	

Timeframe	Action	Responsible Individual	Support Individuals
Long Term	Evaluate response to the crisis and effectiveness of JCRP. Consider all improvements while issues are fresh in the minds of participants.	DOS	

Appendix B: List of Company Contact Information

Emergency Contacts

Ameriflight Title/Position	Name	Contact Number
CEO	Chase, Paul	(859) 443-7665
CFO	Folger, Will	
Vice President of Flight Operations	Balzarini, Ryan	(972) 426-3066 ext 76228 (206) 491-5031 cell
Vice President of Maintenance	Kremer, Pat	972) 426-3066 ext 76232 (818) 970-2670
Director of Safety	Payne, Matt	(972) 426-3066 ext 76264 (818) 395-1825 cell
UAS Program Director	Naddy, Cory	(661) 802-9246
Director of Corporate Communications	Smith, Jamie	(214) 422-4627
Manger, Human Resources	MacDuff, Scott	(214) 577-6782

Matternet Title/Position	Name	Contact Number
CEO	Raptopoulos, Andreas	(650) 417-8614
CFO	Schultz, Andrew	(415) 996-6688
Global Operations Lead	Norman-Elvenich, Alex	41764483511
VP Regulatory, Special Projects	O'Sullivan, Jim	(408) 529-3984
VP, Software & Flight Testing	Resmini, Paolo	(415) 823-3203
VP, Hardware & Manufacturing	Miller, Wayne	(650) 823-0293
Head of Technology	Sharma, Sanjeev	(562) 381-4590
Head of Safety	TBD	TBD
Head of Business Development	Michaeli, Jon	(818) 399-6050
Business Development	Li, Bryan	((510) 944-9955
PR Consultant	Russo, Jenny	(650) 269-8789